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MINNESOTA BULLETIN NO. 360-5-26

SUBJECT: PER – MINNESOTA POLICY ON FEDERAL INVESTIGATIONS

Purpose. To provide the Minnesota requirements for Federal Investigations on all new appointments and volunteers.

Guidance: USDA/NRCS NHQ
USDA Personnel and Document Security Division
Responsible for establishing and implementing USDA’s “Suitability for Employment” program.

Source: USDA Personnel Security Bulletin #02-05
Date Issued: September 1, 2002
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Expiration Date. September 30, 2006.

The interests of the national security require that all persons privileged to be employed in the departments and agencies of the government shall be reliable, trustworthy, of good conduct and character, and of complete and unswerving loyalty to the United States. This means that the appointment of each civilian employee in any department or agency of the government is subject to investigation. This is to include new volunteers and new hires in both competitive and excepted service appointments.

The General Manual in Title 360, Part 403 - Employment, Subpart G Forms Required for Minnesota will be updated to read as follows:

MN403.85 SF-85 Questionnaire for Non-Sensitive Positions is required for volunteer, competitive and excepted service appointments.

MN403.86 SF-85P Questionnaire for Public Trust Positions is required for those positions where a minimum background investigation is required (i.e. Human Resources Department).

MN403.87 SF-87 Fingerprint Chart is required for all Federal Investigations.

MN403.88 Fair Credit Release Form is required for all Federal investigations.

MN403.89 OF-306 Declaration of Federal Employment is required for all Federal Investigations.

These forms are to be mailed to the new employee with their letter of appointment. The completed forms are to be presented to their supervisor immediately on the day they report for duty.

WILLIAM HUNT
State Conservationist

Dist: ASTCs, AAC, SAO, FNM, HR Dept.